UNIVERSAL POSTAL UNION

CN 65 – BILL

Weight of missent
and à découvert items

Completion instructions

Document version:	1.0
Date:	2017–09–21
UPU form template valid from:	2014–01–01

Important note: This document applies to a form that was available long before completion instructions were developed. The actual implementations of the form may therefore deviate from instructions provided here.

1   General rules

A CN 65 bill is generated for a dispatch under conditions defined in the UPU Regulations and explained in the Statistics and Accounting Guide, published on the UPU website. Additional information may also be found in the Transit Compendium published on the UPU website.

In practice, there are normally up to two CN 65 forms generated per dispatch: one for registered items and one for unregistered items. There may be additional CN 65 forms generated by the dispatch destination in case of missent items received, normally in attachment to a verification note sent to the Post of origin of the dispatch.

Note 1: Information in a CN 65 form may be transmitted electronically, as part of the PREDES V2.1 message. PREDES V2.1 can include all CN 65 information required for open transit accounting: information is provided by group, for up to 10 groups. For each group, the following data elements can be provided: group number, net weight for unregistered items, net weight for registered/insured items, and indication as to whether the information corresponds to the statistical period.

Note 2: Missent items may be charged at a higher rate than "normal" à découvert items.

The following general display rules apply to the form:

–   For visual clarity, it is strongly recommended that dynamic content be displayed in a different font from that used for static text (headings, tags, etc.). It is also recommended that dynamic content be displayed in bold.

–   Unless otherwise specified, numbers displayed in the form are right-aligned in the cells.

–   Unless otherwise specified, numbers are displayed without leading zeros.

–   Where no value is available or the value is zero for a cell, the cell is left blank.

–   For all numbers with four digits or more, a space is used as the thousand separator (example: 12 345).

The CN 65 template provides 18 rows in the main table. If more than 18 rows are necessary, the following process should be followed (this only happens when mail is separated by format; see details in the form completion instruction table, cell above zone 12):

–   If the form is generated manually or semi-manually (with a spreadsheet, for instance), "Page 1 / " is written in zone 17 (see the template with zones below); for the next page, another sheet of the same template is used, "Page 2 / " is written in zone 17, and then the page is completed, and so on. Once all necessary sheets have been completed for the combination, they are counted, and the total number of pages is written on each page in zone 17, next to the page number and "/" previously written.

–   If the form is generated by an IT system, the above process also applies. In addition, it is permitted to adjust the template so that the signature zone appears only on the last page; the header section may also be reduced on pages other than the first one.

2   Template with zones

The figure below shows the CN 65 template, with numbered tags showing each zone to be completed and for which completion instructions are provided.

Dispatching designated operator

(1)

Dispatching office of exchange

(2)

BILL
Weight of missent
and à découvert items

CN 65

No. **(3)**

Office of exchange of destination

(5)

Designated operator of destination

(6)

☐ Priority/airmail items **(4)**   ☐ Non-priority/surface items

☐ Registered **(7)**   ☐ A découvert **(8)**

☐ Unregistered   ☐ Missent

☐ Statistics (during the statistical period) **(9)**

| Date of dispatch **(10)** | Mail No. **(11)** |

Notes
The weight of items missent or à découvert and, where applicable, for a specific zone, is rounded up to the next 10 grammes for fractions over 5 grammes and down for those below

Groups of countries for which the transit charges are the same	Net weight	Observations
1	2	3
(12)	g **(13)**	**(14)**

Dispatching office of exchange
Signature

(15)

Office of exchange destination
Signature

(16)

(17)

Size 210 x 297 mm

3

3   Completion instructions for zones shown in the form

The table below lists the zone numbers appearing in the template on the previous page. For each zone, the label and the completion instructions are indicated.

Zone	Label	Completion instructions
1	Dispatching designated operator	Code and name of the operator that dispatched the mail.
		The code is the 3-character IMPC operator code from UPU code list 206. The name is the 35-character operator name or, if it does not fit, the 12-character operator name (see UPU code list 206).
		The code and name are separated with space hyphen space.
2	Dispatching office of exchange	Code and name of the office that dispatched the mail.
		The code is the 6-character IMPC code from UPU code list 108.
		The name is the 35-character IMPC name or, if it does not fit, the 12-character IMPC name (see UPU code list 108).
		The code and name are separated by space hyphen space.
3	No.	Sequential number assigned to each CN 65 during the year, by origin and destination IMPC and in different series for registered and unregistered mail. The first CN 65 of the year in a series is numbered 1.
		This field is left empty when a CN 65 is generated by the destination as a substitute.
4	Priority/airmail items, Non-priority/surface items	Only one of the two boxes is checked, depending on the dispatch mail category:
		– "Priority/airmail items" is checked for mail categories A and D;
		– "Non-priority/surface items" is checked for mail categories B and C.
5	Office of exchange of destination	Code and name of the office of destination of the dispatch.
		The instructions provided for zone 2 also apply here.
6	Designated operator of destination	Code and name of the designated operator of destination of the dispatch.
		The instructions provided for zone 1 also apply here.
7	Registered/Unregistered	Only one of the two boxes is checked:
		– "Registered" is checked if the CN 65 reports tracked, registered and insured items;
		– "Unregistered" is checked if the CN 65 reports untracked items.
8	A découvert/Missent	Only one of the two boxes is checked:
		– "A découvert" is checked if the CN 65 is generated by the dispatch origin, to inform the destination of mail to be forwarded to the final destination;
		– "Missent" is checked if the CN 65 is generated by the dispatch destination to inform the origin of the arrival of missent mail; in this case, the form is sent to the Post of origin in attachment to a verification note (CN 43).
9	Statistics (during the statistical period)	This box is checked if the CN 65 is generated during the statistical period and there is an agreement with the partner to base open-transit accounting on statistics.
10	Date of dispatch	Same date as the date displayed in the CN 31 header.
		Format YYYY–MM–DD
11	Mail No.	Dispatch mail category, dispatch mail subclass code (from UPU code list 117), year (last digit) and serial number (4 digits).
		The category, subclass, year and serial number are separated by spaces.

Zone	Label	Completion instructions
Table with detailed information by group of countries		In the list, rows are ordered by ascending group number (from 1 to a maximum of 10).
		A group may appear more than once if mail is separated by format, i.e. when mail for a group is split into different receptacles for different formats. In that case, the observations column indicates the corresponding format.
		In all other cases, a group appears only once in the list, and the total weight for the group is provided.
12	Groups of countries for which the transit charges are the same	Indicates the group number, possibly preceded by "group" and possibly followed by a description of the group in parentheses or by the list of countries.
13	Net weight	The weight is displayed in grammes. The precision is 10 grammes: weights are rounded to the nearest decagramme.
		Examples: A weight of 123 g is displayed as 120 g. A weight of 126 g is displayed as 130 g. A weight of 125 g is displayed as 130 g.
14	Observations	This column is normally left empty.
		In the case of format separation where weight is reported by format, the format is displayed in this column as follows:
		"Format <format code>" (the format code comes from UPU code list 120)
		Example: Format G
15	Dispatching office of exchange Signature	If the form is prepared by the dispatching Post, this section contains the signature of the person preparing the form.
		If the form is prepared by the destination Post (to report missent mail, in attachment to a verification note), this section is left empty.
		When this section is completed, if the form is generated by an IT system, the signature may be replaced by a printed name or any identifier that allows the person who generated the form to be traced.
16	Office of exchange destination Signature	Similar to zone 15, but the reverse applies: completed only when the form is prepared by the destination Post.
17	Page XX / YY	Although the template does not provide a zone for indicating the current page number and total number of pages, it is recommended to indicate both in the bottom right corner of the form, to handle cases where not all records fit on one page.
		XX: The current page of the generated form, starting with 1 for the first page.
		YY: The total number of pages of the generated form.

4   Sample completed form

Two forms completed with fictitious data are provided below to illustrate a number of completion options based on the instructions:

– A CN 65 sent by the origin to report à découvert mail during the statistical period (May 2017);

– A CN 65 sent by the destination to report missent mail (would normally be in attachment to a CN 43 verification note).

N.B. – In these samples, the completion information appears in blue in order to better differentiate static and dynamic information. In reality, all information is normally printed in black ink.

Sample 1: CN 65 sent by the origin to report à découvert mail during the statistical period (May 2017)

Dispatching designated operator **LTA – LIETUVOS PASTAS** Dispatching office of exchange **LTVNOA – VILNIUS PSD**	BILL Weight of missent and à découvert items		CN 65
	No. **18**		
	[X] Priority/airmail items		[ ] Non-priority/surface items
Office of exchange of destination **USMIAA – ISC MIAMI FL (USPS)**	[ ] Registered		[X] A découvert
	[X] Unregistered		[ ] Missent
Designated operator of destination **USA – United States Postal Service**	[X] Statistics (during the statistical period)		
	Date of dispatch **2017-05-21**	Mail No. **A UN 7 0132**	

Notes

The weight of items missent or à découvert and, where applicable, for a specific zone, is rounded up to the next 10 grammes for fractions over 5 grammes and down for those below

Groups of countries for which the transit charges are the same	Net weight	Observations
1	2	3
Group 1	g 740	
Group 2	1 320	
Group 4	190	

Dispatching office of exchange
Signature

Office of exchange destination
Signature

PO#12345

Page 1 / 1

Size 210 x 297 mm

Sample 2: CN 65 sent by the destination to report missent mail (normally in attachment to a CN 43 verification note)

Dispatching designated operator **IEA – AN POST (Ireland)** Dispatching office of exchange **IEDUBA – DUBLIN DELIVERY**	BILL Weight of missent and à découvert items	CN 65

No.

X Priority/airmail items	☐ Non-priority/surface items
☐ Registered	☐ A découvert
X Unregistered	X Missent
☐ Statistics (during the statistical period)	

Office of exchange of destination
ATVIEC – 1000 WIEN

Designated operator of destination
ATA – Österreichische Post AG

Date of dispatch	Mail No.
2017-06-03	**A UN 7 0110**

Notes

The weight of items missent or à découvert and, where applicable, for a specific zone, is rounded up to the next 10 grammes for fractions over 5 grammes and down for those below

Groups of countries for which the transit charges are the same	Net weight	Observations
1	2	3
Group 6	g **2 130**	**Mail to Australia**

Dispatching office of exchange
Signature

Office of exchange destination
Signature

A.P-VIE23   **Page 1 / 1**

Size 210 x 297 mm